

RESOLUTION NO. 2017-13

**A RESOLUTION OF THE VILLAGE COUNCIL OF THE
VILLAGE OF KEY BISCAYNE, FLORIDA, AUTHORIZING
THE VILLAGE MANAGER TO CONTRACT WITH JRD &
ASSOCIATES, INC. TO CONDUCT A PERMIT FEE RATE
STUDY; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, the Village of Key Biscayne (“Village”) Council desires to conduct a study to review the permit fees assessed by the Village’s Building, Planning, and Zoning Department, Public Work Department, and Fire Rescue Department (“Rate Study”); and

WHEREAS, the Village Council desires to engage JRD & Associates, Inc. (the “Consultant”) to perform the Rate Study; and

WHEREAS, Consultant has provided a proposal, attached hereto as Exhibit “A,” (“Proposal”) to conduct the Rate Study; and

WHEREAS, the Village Council desires to authorize the Village Manager to enter into an agreement with the Consultant consistent with the Proposal; and

WHEREAS, the Village Council finds that this Resolution is in the best interest and welfare of the residents of the Village.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE
OF KEY BISCAYNE, FLORIDA, AS FOLLOWS:**

Section 1. **Recitals Adopted.** That each of the recitals stated above is hereby adopted and confirmed.

Section 2. **Village Manager Authorized.** The Village Manager is hereby authorized to enter into an agreement with the Consultant that is consistent with the Proposal in an amount not to exceed \$49,875.00.

Section 3. **Effective Date.** That this Resolution shall be effective immediately upon adoption hereof.

PASSED and ADOPTED this 14th day of March, 2017.


MAYOR MAYRA PEÑA LINDSAY

ATTEST:



CONCHITA H. ALVAREZ, MMC, VILLAGE CLERK

APPROVED AS TO FORM AND
LEGAL SUFFICIENCY


VILLAGE ATTORNEY





Exhibit A

March 1, 2017

Jud Kurlancheek, AICP
Village of Key Biscayne
Building, Zoning and Planning Director
Public Works Director
88 W. McIntyre St, Suite 210
Key Biscayne, FL 33149

Dear Mr. Kurlancheek:

On behalf of JRD & Associates, Inc. (JRD), I am pleased to submit this proposal to examine and reassess the Village of Key Biscayne's permit fees for the Building, Zoning, Planning, Public Works and Fire Rescue Department. Specifically, we will perform the following:

Task 1 – Assess financial impact of recent building permit fee changes by analyzing renovation permits issued from 2/25/17 – 5/31/17. Present findings from this assessment at the June Council budget workshop.

Task 2 – Assess the actual costs of providing permit-related services by the Building, Zoning, Planning, Public Works and Fire Rescue Department.

Task 3 - Identify and recommend changes, additions and deletions to the existing fee schedule of the Building, Zoning, Planning, Public Works and Fire Rescue Department that accurately reflect the actual costs associated of providing fee-related services.

Task 4 – Develop a cost allocation methodology to capture support costs from Village departments for building permit activities. Apply these costs to the aforementioned fees and create a comprehensive fee schedule.

Task 5 – Conduct an analysis of like permit fees from comparable municipalities in Miami-Dade County.

Task 6 – Project future revenue based on the proposed fee schedule.

Task 7 – Develop a strategy for decreasing existing and future building permit surpluses.

Task 8 – Present a draft report detailing all results, findings, and recommendations.

Task 9 – Present a final report detailing all results, findings, and recommendations.

Task 10 – Present proposed fee schedule to the construction industry at a dedicated industry meeting.

Task 11 – Present findings and recommendations to City management and at the first Village budget hearing.

For your information, JRD has been performing permit fee studies for local governments, predominantly in South Florida, for the last twenty years. Our clients for these types of studies include:

- Miami-Dade County
- City of Miami
- City of Miami Beach
- City of Coral Gables
- City of Sunny Isles Beach
- Town of Miami Lakes
- City of Hollywood
- Sarasota County

I think you will find no other firm more qualified to assess the Villages' fees than JRD.

I thank you in advance for your consideration and look forward to hearing from you.

Sincerely,

A handwritten signature in blue ink, reading "Jorge R. Duyos". The signature is fluid and cursive, with the first name "Jorge" being the most prominent part.

Jorge R. Duyos, P.E.
President

5001 SW 74 Ct., Suite 207
Miami, FL 33155
Phone: (305) 662-7288
www.jrdandassociates.com



March 1, 2017

Jud Kurlancheek, AICP
Village of Key Biscayne
Building, Zoning and Planning Director
Public Works Director
88 W. McIntyre St, Suite 210
Key Biscayne, FL 33149

Dear Mr. Kurlancheek:

On behalf of JRD & Associates, Inc. (JRD), I am pleased to submit this price proposal to examine and reassess the Village of Key Biscayne's permit fees for the Building, Zoning, Planning, Public Works and Fire Rescue Department. The total fee including all expenses for the tasks depicted in the technical proposal is \$49,875.

I thank you in advance for your consideration and look forward to hearing from you. Please let me know if you have any questions.

Sincerely,

A handwritten signature in blue ink, reading 'Jorge R. Duyos'.

Jorge R. Duyos, P.E.
President

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